

Employment Announcement

POSITION: Project Manager

DEPARTMENT: Office of Operations

REPORTS TO: President and CEO

DATE: Applications must be submitted by January 24, 2024, to be fully considered

LOCATION: Metro area of Rochester, New York

COMPENSATION: \$66,465 to \$81,235 plus commission | Commensurate with education and experience

BENEFITS: Comprehensive healthcare, vision, and dental coverage; group life insurance, 401(k) retirement savings program; vacation, personal, sick, holidays, disability and paid family leave; professional development and educational support *eligibility requirements must be satisfied

APPLY: Send cover letters, resumes, applications to work@thirdeye.network

ABOUT THE POSITION: The Project Manager is a primary operational role for TEN, that analyzes and coordinates all aspects of project-based work across each phase of the project lifecycle. This includes identifying critical stakeholders and working with clients and the project team to determine the scope, schedule, costs, and quality requirements associated with each assignment in their project portfolio. The Project Manager ensures deliverables are prepared and delivered to clients given these constraints. The Project Manager also assists with leading and guiding the work of the project team and technical staff, in addition to managing communications, risk, and procurement needs on a per project basis. They serve as a primary point of contact for their clients and must be willing to travel within and outside of the U.S.

KEY ROLES & RESPONSIBILITIES INCLUDE:

- Communicate with key stakeholders to determine project requirements and objectives
- Develop or update project plans including information such as objectives, technologies, schedules, funding, and staffing
- Negotiate with project stakeholders and suppliers to obtain resources or materials
- Assign duties and responsibilities to project personnel and collaborate to identify and resolve problems
- Request and review project updates to ensure deadlines are met
- Prepare and submit budget estimates, progress reports, or cost tracking reports and monitor costs incurred by the project staff to identify budget issues
- Create project status presentations for delivery to customers and project personnel
- Monitor project milestones and deliverables to ensure deadlines are met
- Monitor the performance of project team members to provide performance feedback
- Propose, review, and seek approval for modifications to project plans
- Report project status, such as budget, resources, technical issues, or customer satisfaction, to executive leadership

- Schedule or facilitate project meetings
- Prepare project deliverables for clients, ensuring adherence to quality standards
- Handle sensitive information and ensure strict confidentiality in all matters
- Perform other duties as assigned

REQUIRED COMPETENCIES:

- Technical acumen in project management, process improvement, planning, or strategy
- Fluency across cloud-based collaboration tools like Microsoft, iCloud, and Google Suite
- Experience with project management and customer relationship management systems
- Advanced levels of attention to details when notating, annotating, and organizing information
- Communicating effectively and persuasively while exercising professional acumen
- Fostering collaborative relationships with internal and external stakeholders to maintain responsiveness, support, cooperation, and mutual accountability
- Ability to be effective on multicultural teams and in cross-cultural situations
- Personal leadership and effectiveness in a geographically dispersed work environment
- Commitment to lifelong learning and performing work with an entrepreneurial spirit

SUCCESSFUL CANDIDATES WILL ALSO DEMONSTRATE:

- Exhibiting cultural and emotional intelligence
- Ability to diplomatically navigate conflict and difficult situations to ensure effectiveness
- Evidence of having and exercising sound judgment
- Demonstrated history of following up and following through on assignments
- Experience or willingness to work with Mac operating systems

PREFERRED COMPETENCIES:

- Experience with analytical or scientific tools such as ESRI, Social Explorer, Claritas, Lightcast, Atlas.ti, or Ambivista
- Fluency in writing and speaking in Spanish, in addition to English

EDUCATION AND EXPERIENCE:

- BA or BS degree in business, organizational development, urban and regional planning, or a related field
- Minimum of 4 years of project management experience
- Project Management Professional (PMP) certification is preferred; however, successful candidates are expected to obtain PMP certification within two years of employment
- Management consulting, economic development, or urban planning experience
- Certification in lean six sigma, planning, or change management are a plus
- Experience working for start-ups, small businesses, or enterprising organizations are a plus

ADDITIONAL REQUIREMENTS:

- Valid driver's license and reliable transportation for business travel
- Possess or be able to obtain required documentation to fly on commercial airlines within and outside of the U.S. for business
- Employees working directly with protected health information/electronically stored protected health information, personally identifiable information, and other employee or client data will abide by the specific procedures and policies outlined by TEN's Code of Conduct and TEN's Privacy and Security Policies, as well as state and federal regulations

OPERATING PRINCIPLES AND DEMONSTRATED BEHAVIORS:

All TEN employees are expected to exhibit attitudes and behaviors that are congruent with agency's core values conveyed in the Organizational Values and Policy Manual. The congruency of successful applicant's attitudes and behaviors are observed during the application and probationary processes.

ABOUT TEN:

Third Eye Network (TEN) is an innovative multicultural marketing and management strategy consortium serving a diverse multisector clientele. TEN exists to advance social transformation and redress economic disparities within communities across the nation. With deep domain knowledge in community wealth building, evidence-based management, and ecosystem building, we take multi-faceted approaches to problem solving working with our clients and their collaborators. Our services span multiple areas of practice, through racial and social equity lenses, centering structural and systems change.

EEO STATEMENT:

TEN is an equal opportunity employer. TEN encourages diversity in hiring and particularly welcomes applications and nominations from culturally and ethnically diverse applicants, as well as women and gender non-binary individuals. TEN does not permit discrimination based on pregnancy, childbirth or related medical conditions, race, religious creed, color, national origin or ancestry, physical or mental disability, medical condition, marital status, age, sex, sexual orientation, gender identity, or other categories protected by federal or state labor law. TEN seeks to recruit and retain a diverse workforce as a reflection of our commitment to equity, inclusion, and social justice.



APPLICATION FOR EMPLOYMENT

Provide all information requested by printing in ink or typing. Use the 'TAB' key to move through the document.

GENERAL INFORMATION (Also attach cover letter and resume)

Last Name:	First Name:	Middle Initial:	Home Phone: () -
Mailing Address:	City:	State:	Zip:
Email Address:	Are you legally entitled to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No		

POSITION

Position OR Type of Employment Desired:	Will Accept: <input type="checkbox"/> Part-time <input type="checkbox"/> Full-time <input type="checkbox"/> Temporary	Shift: <input type="checkbox"/> Day <input type="checkbox"/> Swing <input type="checkbox"/> Graveyard <input type="checkbox"/> Rotating
Are you able to perform the essential functions of the job you are applying for, with or without reasonable accommodation? <input type="checkbox"/> Yes <input type="checkbox"/> No		
Desired Salary:	Date Available:	

EDUCATION AND TRAINING

High School Graduate OR General Education (GED) Test Passed? Yes No
If no, list the highest grade completed:

College, Business School, Military (Most recent first)

Name and Location	Dates Attended Month/Year	Credits Earned		Graduate	Degree & Year	Major or Subject
		Quarterly or Semester Hours	Other (Specify)			
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		
	From: To:			<input type="checkbox"/> Yes <input type="checkbox"/> No		

Occupational License, Certificate or Registration:	Number:	Where Issued:	Expiration Date:
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Languages Read, Written or Spoken Fluently Other Than English:

VETERAN INFORMATION (Most recent)

Branch of Service:	Date of Entry:	Date of Discharge:
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SPECIAL SKILLS (List all pertinent skills and equipment that you can operate)

(Maximum 1000 characters)

WORK EXPERIENCE (Most recent first, including voluntary and military experience)

Employer:	Main Phone: () -			From (Month/Year):
Address:	City:	State:	Zip:	
Job Title:	Number of Employees Supervised:			To (Month/Year):
Specific Duties (Maximum 1000 Characters):				Hours Per Week:
				Last Salary:
				Supervisor:
				Reason for Leaving:
				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Main Phone: () -			From (Month/Year):
Address:	City:	State:	Zip:	
Job Title:	Number of Employees Supervised:			To (Month/Year):
Specific Duties (Maximum 1000 Characters):				Hours Per Week:
				Last Salary:
				Supervisor:
				Reason for Leaving:
				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No
Employer:	Main Phone: () -			From (Month/Year):
Address:	City:	State:	Zip:	
Job Title:	Number of Employees Supervised:			To (Month/Year):
Specific Duties (Maximum 1000 Characters):				Hours Per Week:
				Last Salary:
				Supervisor:
				Reason for Leaving:
				May we contact this employer? <input type="checkbox"/> Yes <input type="checkbox"/> No

I certify the information contained in this application is true, correct, and complete. I understand that, if employed, false statements reported on this application may be considered sufficient cause for dismissal.

Signature of Applicant _____ Date _____

Interviewer's Comments: